

Region 2 Policy for Implementing the National Strategy for
Procuring Analytical Services for all OSWER Programs
(Superfund, RCRA, and Brownfields)

Standard Operating Procedure



Prepared by: Jennifer Feranda Date: 12/7/2006
Jennifer Feranda, CLP Project Officer
Hazardous Waste Support Section

Peer Reviewed by: Adly Michael Date: 12/7/2006
Adly Michael, RSCC
Hazardous Waste Support Section

Concurred by: Linda Mausel Date: 12/7/06
Linda Mausel, Section Chief
Hazardous Waste Support Section

Approved by: Robert Runyon Date: 12/16/06
Robert Runyon, Chief
Hazardous Waste Support Branch

Annual Review

Reviewed by: _____ Date: _____
Name

Reviewed by: _____ Date: _____
Name

Region 2 Policy for Implementing the National Strategy for Procuring Analytical Services for all OSWER Programs (Superfund, RCRA, and Brownfields)

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Overview

Superfund's Field and Analytical Services Teaming Advisory Committee (FASTAC) analytical services strategy requires Agency personnel to utilize a tiered decision tree for procuring Superfund analytical services for all non-time critical data collection projects. Region 2 has and continues to utilize that sequential decision tree for procuring Superfund analytical services. The decision tree is as follows:

- Tier 1: EPA Region 2 DESA laboratory (including ESAT support)
- Tier 2: National Analytical Services Contract Laboratories (CLP RAS and Non -RAS)
- Tier 3: Region Specific Analytical Services (SAS) Contract Laboratories
- Tier 4: Contractor, IAGs and Field Contractor Subcontract laboratories

Region 2 has taken many steps to assure that the FASTAC process is being followed and that Regional and National laboratory resources are being utilized to the fullest extent by the Superfund program. Some of these steps include:

1. Centralization of all Superfund analytical services procurement activities through the Regional Sample Control Coordinator (RSCC).
2. Coordination between the RSCC and the Regional DESA laboratory.
3. Outreach/training on the FASTAC process and procuring analytical services to the Superfund Program Office on a regular basis.
4. Participation in annual (or more frequent as needed) meetings with Superfund field contractors and their EPA Project Officers to outline the FASTAC process and associated requirements .
5. Operation of a Regional non-RAS tracking database, in addition to the National **Analytical Services Tracking System (ANSETS)** database, to track what non-RAS analytical services are being provided by the Regional DESA laboratory and what is being subcontracted out. The Regional database and ANSETS are compared on a monthly basis to assure that the FASTAC sequential decision tree for procuring analytical services is being followed.

The following is the step by step process by which the RSCC receives and processes RAS and non -RAS analytical requests.

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Definitions:

Routine Analytical Services (RAS): Standard Target Compound List (TCL) (VOA/Semi-VOA/Pesticide/PCB Aroclors) and Target Analyte List (TAL) (metals and cyanide)

Non-Routine Analytical Services (Non-RAS): All analytical services not considered as RAS as follows:

1. Non-RAS analytical services able to be performed using the CLP RAS contracts flex clause
2. Non-RAS National CLP methods (Dioxin, PCB Congener, Air, etc.)
3. All other Non-RAS

Analytical Service Requestor: The EPA site Project Manager (OSC, RPM, etc.) or their designated representative (i.e., field contractor, State, Army Corp of Engineers, etc.).

Process:

RSCC Contact Information

Jennifer Feranda: RSCC and CLP Project Officer, Non-RAS Contracts TOPO e-mail: feranda.jennifer@epa.gov ; phone# (732) 321-6687

Adly Michael: Primary RSCC, Database Coordinator, e-mail: Michael.adly@epa.gov; phone# (732) 906-6161

Robert Toth: RSCC, e-mail: toth.robert@epa.gov; phone# (732) 906-6171

The procurement of analytical services often starts with EPA PMs and/or their representatives contacting the RSCC to determine appropriate steps for procuring their analytical services and what documentation is required to submit these requests. The following steps delineate the process beginning with the RSCC's receipt of the formal request for analytical services:

1. **All analytical requests should be submitted to the RSCC at the earliest possible date.** Requests for all Superfund analytical services, both RAS and Non-RAS, are submitted to the RSCC up to one week prior to the sampling event. It is strongly recommended that all requests for non-Routine services be submitted at least four (4) weeks prior to the actual sampling event.* All requests should be submitted to RSCC by noon Tuesday. Any requests submitted after noon on Tuesday may not be considered until the following week.
2. DESA supplies analytical service requestors with electronic versions of the following analytical request forms: "U.S. EPA Region 2 CLP Analytical Services Request Form" (Attachment 1) and "U.S. EPA Region 2 Laboratory Analysis Request Form" (Attachment 2). All requests and subsequent correspondence relating to the request for booking are required to be transmitted electronically via e-mail. All requests should be

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E-mailed to the RSCC, Adly Michael, with a cc: to Jennifer Feranda, and Robert Toth per the contact information provided above. This assures timely consideration of the analytical services request and serves as a Record of Communication (ROC) and the basis for hard copy documentation, as well as traceability for all requests being made.

3. Upon RSCC receipt of a request, a case folder is generated for that project. Hard copies of requests, ROC(s), additional e-mail and documentation relating to that case are placed in the file as they are received.
4. Upon receipt, analytical services requests are reviewed for completeness, accurate content, and confirmation of an approved (or approval pending) QAPP for the project. **No analytical services will be scheduled without an approved QAPP.**
5. Once requests have been reviewed for accuracy, completeness and QAPP status, they are submitted via e-mail to the DESA Lab. The DESA Lab holds booking meetings on Tuesday afternoons or Wednesday mornings to determine what projects (or portions thereof) they can accommodate.
6. No later than noon of Wednesday following the submittal of the request, the DESA Lab responds to the RSCC as to what analytical services they will provide. **All communications are done via e-mail in order to provide timely communication and a basis for a documented record.**
7. When the RSCC receives the information from the DESA Lab as to what services they will provide, several things occur:
 - a. For RAS requests that will not be conducted by the DESA laboratory, the information is entered into the **Superfund Project Request System (SUPRS)** to be processed through the CLP. SUPRS is a national web based database that provides regional information to the Sample Management Office (SMO) to enable them to procure the appropriate CLP laboratory for the services requested.
 - b. For non-RAS samples the CLP Organic and Inorganic Program Managers (PM) (located in HQ - Analytical Services Branch [ASB]) are consulted to see if special analyses can be performed through the CLP RAS contract(s) using the contracts "Flexibility Clause". If they can be analyzed through the CLP, RAS contract flex clause modifications are written by the PMs and requests are entered into SUPRS.
 - c. Requests for Non-RAS national contracts (Dioxin, PCB Congener and Air analysis) are provided to the DESA Non-RAS program Task Order Project Officer (TOPO) for processing. The TOPO will write a specific Task Order Request for each individual project and submit it to ASB and the HQ Office of

Acquisition Management (OAM) Contracting Officer (CO) for review and to be offered for bid to contract labs under the National Non-RAS Blanket Purchase Agreements (BPAs). Once the lab(s) come back with a bid price, a lab is selected by the OAM CO and a procurement is prepared by the Region to transfer funds

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in to the national Non-RAS contracts. Laboratory information and special instructions are forwarded, via-email, to the EPA PM and their sampling representative at the time the procurement is to be prepared. Analytical services can be initiated upon OAM's receipt of the procurement.

- d. For non-RAS requests that can be accommodated by DESA and/or the CLP flex clause, the analytical service requestor will be notified of such and will be provided contact and delivery, as well as any special, instructions.
 - e. For non-RAS requests that can not be accommodated through the DESA Lab, the CLP flex clause or the national Non-RAS program, the analytical services requestor is notified via e-mail that alternative means for analytical services will have to be obtained i.e., subcontract .
8. For work to be performed by the CLP for RAS and flexibility clause Non -RAS, SMO provides the RSCC, via e-mail, a Case number and laboratory assignments.
9. Once laboratory and case information are received from SMO (for CLP RAS and flex clause non-RAS), RSCC transmits this information, via e-mail to analytical services requestor. This information is transmitted via e-mail.
10. Two databases are maintained by the RSCC:
- a. **Database #1:** This database tracks all RAS, flexibility clause non-RAS, and national contract non-RAS which are analyzed through the DESA Laboratory and the CLP (this database tracks all information from the time the samples are booked through sampling, analysis, data validation, and archiving). RAS analyses performed by the DESA lab are entered into this database, but only to the point of sample scheduling by the DESA lab. All work done after the scheduling is tracked by the DESA lab. (Attachment 3)
 - b. **Database #2:** This database tracks all other non-RAS analyses whether handled by the DESA laboratory or subcontracted out. It tracks non-RAS Superfund analytical work not tracked in Database #1 (flex clause non-RAS and Non-RAS done through national contracts). The information in this database includes specifics about the project, the required analysis, number of samples, how those samples are analyzed (DESA vs. sub-contract lab), etc. (Attachment 4)

By COB Friday of each week, all new projects and relevant information are entered into each database as appropriate. The databases are updated with new information as needed.

11. At the end of each month, ANSETS (non-RAS tracking) information is provided to the RSCC by the analytical service requestors (Attachment 5). The information is entered into the Regional Database # 2 and the national ANSETS database. Monthly ANSETS reports are sent to the RSCC, by SMO, for their review. Concurrently, these reports are compared to the Regional Database #2 to try and determine whether the Superfund program and their representatives are following the FASTAC process as outlined by EPA HQ and Region 2.

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12. If, after lab assignments are made, there is a change in the sampling event (i.e., change in date; cancellation; change in the number of samples being collected, etc.) the RSCC must be notified immediately upon the knowledge of any changes to the project, via e-mail. If there is a change in the sampling date or the number of samples being collected, a new laboratory request form (for the DESA laboratory or the CLP, as appropriate) must be submitted to the RSCC. (Reference Attachment 6).

* In FY' 03/04 DESA staff initiated a concerted effort to have RPMs involve DESA staff in scoping meetings for their projects. Early involvement in project planning enables the DESA lab to better accommodate the needs for the individual projects.

Names and Organizations Involved in the Procurement Process

RSCC: Adly Michael and Jennifer Feranda

EPA Region 2, Division of Environmental Science and Assessment (DESA)

Hazardous Waste Support Branch (HWSB), Hazardous Waste Support Section (HWSS)

DESA-HWSB-HWSS

- Regional Sample "Broker" all analytical services; oversight National CLP and National Non-RAS contracts.

DESA Lab Analytical Coordinator: John Birri,

EPA Region 2, DESA Laboratory Branch (LAB), DESA-LAB

- Coordination/Contact for all samples analyzed by the DESA Laboratory

Contractors and EPA Project Officers (PO):

Contractor: CDM Federal RACS

EPA PO: Fernando Rosado

CDM : Jeniffer Oxford

Contractor: Tetra Tech Environmental RACS

EPA PO: Keith Moncino

Tetra Tech: Lynn Arabia

Contractor: Weston RST

EPA PO: Helen Eng

Weston: Smita Sumbaly

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Contractor: Weston SAT

EPA PO: Helen Eng

SAT: Yunru Yang

Contractor: TechLaw, ROCs

EPA PO: Richard Graciano

ROC: John Fellingner

IAG: U.S. Army Corp of Engineers

EPA PO: Shaheer Alvi

USACE: Andrea Pouliet

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ATTACHMENT 1

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ATTACHMENT 2

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US EPA REGION 2 LABORATORY NON-RAS ANALYSIS REQUEST FORM

SURVEY NAME: _____ **DATE OF INITIAL REQUEST:** _____ **REVISED REQUEST DATE:** _____

REQUESTOR: _____ **PHONE NUMBER:** _____ **E-MAIL:** _____

AFFILIATION: _____ **Site Spill ID:** _____ **Operable Unit:** _____

Purpose Code: _____

Check to E-mail Final Report:

NOTE: NO WEEKEND DELIVERIES ACCEPTED

| # SAMPLES | ANALYTE | MATRIX | # SAMPLES | ANALYTE | MATRIX | # SAMPLES | ANALYTE | MATRIX | ANALYTE | MATRIX | ANALYTE | MATRIX |
|-----------------|---------------------------|--------|-----------|------------------------------|--------|-----------|--|--------|---------|--------|---------|--------|
| SANITARY | | | | | | | | | | | | |
| | *NITRITE | | | *E. COLI | | | VOA, S242 (DW levels) | | | | | |
| | ACIDITY | | | *ENTERO-COCCUS, MF | | | HALOACETIC ACIDS | | | | | |
| | ALKALINITY, TOTAL | | | *ENTERO-COCCUS, MPN | | | ORGANOTINS | | | | | |
| | AMMONIA | | | *E-COLIFORM, MF | | | PCB CONGENERS (Identify IRI) | | | | | |
| | ASPHALTENES | | | *E-COLIFORM, MPN | | | PCBs, TCL | | | | | |
| | *BOD, 5 DAY | | | *METERS IN PLACE COUNT (IPC) | | | PCBs, TSCA | | | | | |
| | *CBOD, 5 DAY | | | *E-COLIFORM, COLLELY | | | PESTICIDES, TCL | | | | | |
| | CHLORIDE | | | *E-COLIFORM, MF | | | PESTICIDES, WSS-TMLE | | | | | |
| | COD | | | *E-COLIFORM, MPN | | | PESTICIDES, other (Identify) | | | | | |
| | *COLOR | | | METALS | | | | | | | | |
| | CORROSIVITY | | | METAL: | | | EFFLUENT TOXICITY - ACUTE | | | | | |
| | CYANIDE | | | ARSENIC | | | EFFLUENT TOXICITY - CHRONIC | | | | | |
| | CYANIDE, AMMONIUM | | | LEAD | | | FEED TOXICITY - FRESH WATER | | | | | |
| | CYANIDE, WEAK ACP | | | METALS - SLUDGE | | | FEED TOXICITY - MARINE WATER | | | | | |
| | DENSITY | | | HARDNESS | | | GRAIN SIZE: | | | | | |
| | *DO (Diss. Oxygen) | | | METALS FINISHING | | | 1. Check Grain Size Method: Pipet Method (Pumps 191) OR Redoxmer Method (ASTM 42D-04) | | | | | |
| | FLUORIDE | | | METALS TAL (DW levels) | | | 2. Check Sediment Reporting Unit: % Total Sand OR % Sand Fractions (Very Coarse Sand, Coarse Sand, Medium Sand, Fine Sand, Very Fine Sand) | | | | | |
| | *HEX. CHROMIUM | | | METALS, TAL | | | Check Filter and Packer Reporting Unit: % Total Sand OR % Total Fine (Site + Clay combined) OR % Total Sil and % Total Clay | | | | | |
| | IGNITABILITY | | | METALS - TCLP | | | | | | | | |
| | *MBAS (Burfurman) | | | ORGANICS | | | | | | | | |
| | *NITRATE | | | NVOA, TCL | | | | | | | | |
| | NITRATE + NITRITE | | | NVOA - TCLP | | | | | | | | |
| | REQUEST ACCEPTED | | | PAHs (Total) | | | | | | | | |
| | REQUEST NOT ACCEPTED | | | PAHs - METHINES (THM) | | | | | | | | |
| | ABOVE STATUS APPROVED BY: | | | VOA, TCL | | | | | | | | |
| | DATE APPROVED: | | | VOA, TCLP | | | | | | | | |

SPECIAL REQUESTS: (e.g. - turnaround time, additional analytes, etc.) _____

REPORTING REQUIREMENTS (attach separate sheet, if more room is needed): _____

JOHN BIRRI

VERSION DATE: 1/03/2005

MATRIX KEY: A = AQUEOUS; D = DISSOLVED; S = SOLID; SL = SLUDGE; N = NON-AQUEOUS LIQUID OIL; O = OTHER (Describe)
- Specify organism, endpoints and test duration

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ATTACHMENT 3

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Database I / DATA TRACKING SUMMARY REPORT*

| Site Name / Location | Case No./ Sampler | Request Rec'd Date | DESA Accept | CLP Accept | Requestor Notified Date | Case Booked Date | LAB | Analysis | Projd No. of Sample | TAT | Sampling Start Date | Sampling End Date | Data Due to HWSS | Act'l No. of Sample | Data Rec'd from Lab |
|------------------------|-------------------|--------------------|--------------------|------------|-------------------------|------------------|---------|---------------|---------------------|-----|---------------------|-------------------|------------------|---------------------|---------------------|
| Mohank Road Industrial | 33937 | | | | | | | | | | | | | | |
| High Falls | NY | USACE | | | 3/4/2005 | 3/4/2005 | LIBRITY | LC-YOA+1,4-di | 5 | 14 | 3/10/2005 | 3/10/2005 | 3/25/2005 | | |
| Juana Diaz Wells | 33938 | | | | | | | | | | | | | | |
| Juana Diaz | PR | PREQB | | | | | | | | | | | | | |
| | | 2/24/2005 | No, Capacity | Yes | 3/4/2005 | 3/10/2005 | DATAAC | LC-YOA | 25 | 21 | 3/7/2005 | 3/11/2005 | 4/4/2005 | 17 | |
| | | 2/24/2005 | YES | | 3/2/2005 | 3/10/2005 | DESA | LC-BNA | 18 | 21 | 3/7/2005 | 3/11/2005 | | 0 | |
| | | 2/24/2005 | YES | | 3/2/2005 | 3/10/2005 | DESA | LC-Pest/PCBs | 18 | 21 | 3/7/2005 | 3/11/2005 | | 0 | |
| | | 2/24/2005 | YES | | 3/2/2005 | 3/10/2005 | DESA | TAL-Metals+Hg | 18 | 21 | 3/7/2005 | 3/11/2005 | | 0 | |
| | | 2/24/2005 | YES | | 3/2/2005 | 3/10/2005 | DESA | CN | 18 | 21 | 3/7/2005 | 3/11/2005 | | 0 | |
| Lightman Drum Compan | 33939 | | | | | | | | | | | | | | |
| Winslow Twp. | NJ | CDM | | | | | | | | | | | | | |
| | | 3/1/2005 | No, Capacity | Yes | 3/4/2005 | 3/10/2005 | LIBRITY | LC-YOA | 5 | 21 | 3/7/2005 | 3/11/2005 | 4/4/2005 | 0 | |
| | | 3/7/2005 | YES | | 3/1/2005 | 3/10/2005 | DESA | TAL-Metals+Hg | 3 | 21 | 3/7/2005 | 3/11/2005 | | 0 | |
| Fried Industries | 33940 | | | | | | | | | | | | | | |
| East Brunswick | NJ | TFW | | | | | | | | | | | | | |
| | | 2/25/2005 | YES | | 3/1/2005 | 3/10/2005 | DESA | TAL-Metals+Hg | 7 | 21 | 3/7/2005 | 3/11/2005 | | 0 | |
| | | 2/25/2005 | No, Odd Analyte(s) | Yes | 3/4/2005 | 3/4/2005 | LIBRITY | LC-YOA+1,4-di | 10 | 21 | 3/7/2005 | 3/11/2005 | 4/4/2005 | | |

* Summary Report of RAS, modified RAS analyses, and national non-RAS contracts information.

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Database II / DATA TRACKING SUMMARY REPORT*

| Site Name | Request Received Date | DESA Accept | Requester Notified Date | Laboratory Name | Sampling Begin | Sampling End | Projected Samples | Collected Samples | Matrix | Analysis | TAT Method |
|-----------|-----------------------|-------------|-------------------------|-----------------|----------------|--------------|-------------------|-------------------|--------|----------|------------|
|-----------|-----------------------|-------------|-------------------------|-----------------|----------------|--------------|-------------------|-------------------|--------|----------|------------|

Consolidated Iron and Metals

| | | | | | | | | | | | |
|--|----------|--------------|----------|------------------|----------|-----------|----|---|-------|-----------|----|
| | 6/1/2004 | No, Capacity | 6/3/2004 | GPL Laboratories | 6/7/2004 | 6/30/2004 | 5 | 3 | Water | Volatiles | 1 |
| | 6/1/2004 | No, Capacity | 6/3/2004 | GPL Laboratories | 6/7/2004 | 6/30/2004 | 10 | 9 | Water | TPH | 21 |
| | 6/1/2004 | No, Capacity | 6/3/2004 | GPL Laboratories | 6/7/2004 | 6/30/2004 | 3 | 2 | Soil | TPH | 21 |

18 14

Lawrence Aviation Industries

| | | | | | | | | | | | |
|--|----------|--------------|----------|------------------|-----------|-----------|-----|-----|-------|------------|----|
| | 4/2/2004 | No, Capacity | 4/6/2004 | STL-Laboratories | 4/12/2004 | 4/23/2004 | 12 | 11 | Water | Titanium | 21 |
| | 4/2/2004 | No, Capacity | 4/6/2004 | STL-Laboratories | 4/12/2004 | 4/23/2004 | 140 | 136 | Soil | pH | 21 |
| | 4/2/2004 | No, Capacity | 4/6/2004 | STL-Laboratories | 4/12/2004 | 4/23/2004 | 140 | 136 | Soil | TOC | 21 |
| | 4/2/2004 | No, Capacity | 4/6/2004 | STL-Laboratories | 4/12/2004 | 4/23/2004 | 140 | 136 | Soil | Grain size | 21 |
| | 4/2/2004 | No, Capacity | 4/6/2004 | STL-Laboratories | 4/12/2004 | 4/23/2004 | 130 | 122 | Soil | Titanium | 21 |

EXAMPLE

562 541
580 555

* Summary Report of non-RAS analyses (other than non-RAS under National Contracts) either by EPA lab or subcontracted out.

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ATTACHMENT 5

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Analytical Services Tracking System (ANSETS) Reporting in Region 2

The following details EPA Region 2's procedures/process for reporting under ANSETS.

1. All sampling organizations (EPA, state, US Army Corp, and contractors) in Region 2 that procure analytical services under Tier 4 of the FASTAC process (sub-contract, IAG, etc.) must submit a form (Exhibit 1) detailing these analytical services (i.e., site information, matrix, analysis, number of samples, laboratory, etc) to the Regional Sample Control Coordinator (RSCC) on a monthly basis.
2. All of the data provided by the sampling organizations are entered into the Regional Database #2 and a Regional copy of the ANSETS database.
3. The information from the Regional ANSETS database is then exported (on a monthly basis) to the Sample Management Office (SMO) for incorporation into the National ANSETS Database.
4. Once SMO collects all of the information, they prepare a report of all the information collected from the Region and send the RSCC a report detailing information on each site in which information that was submitted for that month as well as a running total of the different types of analyses reported for the Fiscal Year. This report is sent to the CLP Project Officer (PO)/RSCC monthly.
5. The CLP PO/RSCC reviews the report, compares it with the regional database (Database #2) and disseminates the information as necessary to the DESA Lab, HWSS and HWSB management. The CLP PO/RSCC also may contact EPA Project managers or their designated representatives when questions arise as to why sub-contracts were used vs. the EPA DESA lab or the CLP.

Contacts for ANSETS Reporting

Jennifer Feranda: EPA Region 2 CLP PO/RSCC; DESA-HWSB-HWSS

- Overall coordination; review of reports and dissemination of information

Adly Michael: EPA Region 2 RSCC

- Regional ANSETS Database management and data entry
- Maintains files on all ANSETS documentation submitted to RSCC

Sampling Organization Contacts (Responsible for submitting ANSETS information)

Dianne Salkie: US EPA Region 2 DESA-HWSB-SCST

Jennifer Oxford: CDM Federal Programs

Lynn Arabia: Tetra Tech Environmental Corp.

Smita Sumbaly: Weston Removal Support Team (RST)

Yunru Yang: Weston Site Assessment Team (SAT)

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Frank Sorce: NJ Department of Environmental Protection (NJDEP)
Lisa Greco-Segazi: Malcolm Pirnie Inc. (MPI)
David Evans: U.S. Army Corp of Engineers, Kansas City District

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY REGION II

DATE: October 13, 2004

SUBJECT: Procedures for Notification of Changes in Sampling/Analytical Schedules

FROM: Robert Runyon, Chief
Hazardous Waste Support Section (2DESA-HWSB)

TO: Vince Pitruzzello, Chief
Program Support Branch (2ERRD-PSB)

The purpose of this memo is to provide you with an update on requirements for procuring any Superfund analytical services through EPA Region 2's Division of Environmental Science and Assessment (DESA) laboratory and the National Contract Laboratory Program (CLP).

Over the past several months there has been a significant increase in the number of sampling events that have; 1) been postponed; 2) been cancelled; 3) been extended beyond the sampling period previously designated; or 4) changed the number of samples submitted to laboratories for analysis from the number scheduled (increased or decreased, often significantly). While it is understood that sampling and field work can sometimes be unpredictable with delays and/or changes in sample numbers, sampling events requiring changes are occurring more frequently among Region 2 field contractors. In addition, RPMs and/or samplers are not notifying the Regional Sample Control Coordinator (RSCC) and/or DESA lab of any such changes in a timely manner. Often, the RSCC or DESA laboratory are notified after the samples were expected to arrive at the lab(s), and/or DESA staff are required to initiate contact with sampling contractors to determine the status of scheduled samples that have not been received.

Delays in notification of changes in scheduled sampling projects result in costly workload inefficiencies. DESA sample coordinating staff spend unnecessary time tracking down the status of specific projects when samples don't arrive on schedule, and the scheduled analytical resources requested are unavailable for use on other projects while committed to scheduled projects.

The following procedures are being implemented to make most cost effective use of analytical resources, and to ensure that proper communication on sampling issues is being maintained between EPA Project Managers, their contractors, and DESA staff:

- 1) It is the Site Project Manager's (RPM, OSC, SAM, etc.) and their contractor's responsibility to notify the RSCC of any changes to sampling schedules or numbers of samples being submitted. Notifications should be made immediately upon the knowledge of any changes to the sampling project schedule or sampling numbers. Failure to appropriately notify the RSCC could result in samples not being analyzed or an extension in the time to complete analysis. This holds true for both the DESA laboratory and the CLP.
- 2) All notification of changes in sampling schedules or the number of samples being submitted for analysis (either to the DESA laboratory or the CLP) **must** go through the RSCC, currently Jennifer Feranda.
- 3) For any changes in sampling dates or the number of samples being submitted, a new Booking request form must be completed and submitted to the RSCC. The appropriate form must be

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used dependent on which lab(s) are scheduled to receive the samples (i.e., the DESA laboratory or the CLP).

4) Once all scheduling issues have been resolved, communication on other sampling and technical issues can be directed to the appropriate contacts: John Birri (732) 906-6886 for the DESA laboratory and Adly Michael (732) 906-6161 for the CLP.

Should you have any questions or require further information, please contact me at (732) 321-6645 or Jennifer Feranda of my staff at (732) 321-6687.

Attachments

cc: Deb Szaro
Linda Mael
Jennifer Feranda
John Bourbon
John Birri
Adly Michael